



# CITY OF HOUSTON

CORRECTION! CORRECTION!

# Job

# Posting

<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
<b>Job Classification</b>	<b>IT Project Manager</b>
<b>Posting Number</b>	<b>PN# 106199</b>
<b>Department</b>	<b>Houston Emergency Center</b>
<b>Division</b>	<b>Information Technology</b>
<b>Section</b>	
<b>Reporting Location</b>	<b>5320 North Shepherd</b>
<b>Workdays &amp; Hours</b>	<b>M – F, 8:00 a.m. – 5:00 p.m.</b>
<b>*Subject to change</b>	

## DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Assists the Senior IT Project manager, Assistant Director and/or Deputy Director of the Information Technology Division in planning and managing the development and implementation of large information systems for the city; manages a systems project from inception and project definition to implementation and post-implementation analysis and planning. May include all phases, such as project development, implementation strategy, planning and supports systems requirements, implementation options analysis, procurement, conversion planning and operational support requirements. Manages and develops implementation strategies, including selection of the implementation mode (ERP, Best of Breed, buy/build services) and documentation of the strategy. Communicates the implementation strategy to diverse groups of technical and non-technical personnel. Manages and prepares budgets and plans for all resources required for the projects, including personnel, equipment, applications, services, communications equipment software and any ongoing systems support. Manages and evaluates the relationships with vendors of hardware, software and communications systems and services; manages vendor(s) selection; manages contract negotiations. Monitors project budgets and plans, ensuring quality and timeliness of project deliverables; communications issues and status as required for successful completion. Develops long-term life cycle strategies, including determining upgrade and replacement requirements and projecting the budget and growth.

## WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as computers or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There may be routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

## MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Mathematics, Business Administration or a closely related field.

## MINIMUM EXPERIENCE REQUIREMENTS

Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

## MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

## PREFERENCES

Preference will be given to applicants with Radio Frequency electronic theory and digital logic circuit theory.

## SELECTION/SKILLS TEST REQUIRED

Work Sample Exercise, application review and/or interview.

## SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

## SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 28  
\$1,777 - \$2,481 Biweekly \$46,202 - \$64,506 Annually

## OPENING DATE

August 10, 2005

## CLOSING DATE

Open Until Filled

## APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1840." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

